

State of Maine
Division of Purchases

Solicitation of Information in Requests for Proposal Responses and Contracts/Amendments dealing with the Provision of Contract Services by Foreign Nationals or Work Performed Abroad

The Maine Legislature has asked the Division of Purchases to determine the country where contracted services will be performed. This request was contained as Resolve, Chapter 16, First Special Session-2005.

The Division has outlined methods by which data will be gathered in calendar year 2006 and beyond and is asking request for proposal and contract writers to implement certain steps as part of that effort. These are described below as they apply to RFP's, contracts and contract amendments.

- **Requests for Proposal**

An understanding about the location where work will be performed under contract may be helpful if collected early in the procurement process, even though it would bear no weight in scoring responses to a Request for Proposal. Writers of Requests for Proposal are asked to include the following or similar text when issuing RFP's. [Consider using the copy/paste option for the blue text, immediately following.]

The Location Where Services are Performed

As part of your response to this request for proposal, please make us aware of how the services described in the scope of work would be provided by answering the following questions.

1. Will any of the services described in the proposal's scope of work be performed outside of the United States of America?

Please respond with a "Yes," or "No."

If "No," continue with question 3.

If "Yes," make us aware of the country(ies) where the work will be performed and continue with questions 2 and 3.

2. If you responded "Yes" above, who will perform any of the services described in the proposal's scope of work?

Please indicate if the work will be done by (a) citizens of the USA living abroad, or (b) foreign nationals.

3. If a corporation, in what US state or foreign country is your firm incorporated?

Please indicate that state or country.

- **Contracts/Contract Amendments**

Contract writers are asked to include Rider G as part of each BP54 submitted for approval and processing. A sheet showing the actual Rider G is attached.

The questions shown above in the proposed RFP inclusion (the blue text) are found as part of Rider G. Contractors will be asked to provide answers in the same manner as referenced above, but these should be made on the sheet which would be attached to and be made part of the contract. Instructions to complete the entries on the page are shown in blue. Please note that it's necessary for the contractor to show the name of the person submitting the information and provide a voice telephone number for that person.

State of Maine
Division of Purchases

Department contract preparers are asked to make entries at the top of the form by highlighting the appropriate text and showing certain information. The instructions guiding entry of data in the table format is shown below.

1. The Division of Purchases Contract Reference. Please leave this space blank. If it necessary to make an entry, it will be made by the Division of Purchases.

2. Contractor Name. Highlight the text between the indicated brackets (< & >) and please show the Contractor Name as it appears on the Contract Cover Page.

3. Brief Contract Service Description. Highlight the text between the indicated brackets (< & >) and please show a Brief Contract Service Description. Consider the entry made on the BP37R as possible text.

Rider G is designed to contain the necessary information on one sheet which can be compiled and a report issued to the legislature based on instructions in the Resolve.

- **Changes in the Data**

Please be aware that if any of the information shown in Rider G changes during the term of the contract, it's necessary to notify the Division of Purchases of the change. Since Rider G is part of the contract document, any change would recognized by executing a Contract Amendment. Please change the entry at, "3. The Scope of Services in Rider A has been amended..." to read as follows, "3. The information in Rider G has changed and the entries which now apply to the contract are found on the attached page." A revised Rider G should be completed and attached to the contract amendment.

Thank you for your attention to this request. If you have questions concerning the use of the form or the entry in an RFP, please call or write Jerry Nault at 624-7330 or jerry.nault@maine.gov.